



University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

C. Brice Ratchford Memorial Fellowship

Description

The C. Brice Ratchford Memorial Fellowship Award recognizes a University of Missouri System faculty member who demonstrates commitment, dedication and effectiveness in advancing the land-grant mission through extension, international education, and agricultural economics programs. The fellowship is presented to a faculty member who personifies the creativity, vision and leadership exhibited by the late Dr. C. Brice Ratchford, president emeritus of the University of Missouri System and dean of cooperative extension. The annual award is funded from a permanent endowment created with contributions from the Ratchford family and from numerous colleagues, friends and organizations in recognition of Dr. Ratchford's memory.

Number of Awards and Award Amounts

The award is in the amount of \$4,000, less applicable taxes.

Who is eligible to be nominated?

The nominee must be a faculty member with the University of Missouri System. Nominations may be submitted for any University of Missouri System faculty member, based on or off-campus, active or emeritus, whose accomplishments exemplify Dr. Ratchford's commitment to advancing the land-grant mission through extension, international education or agricultural economics programs. Nominations may be made by any member of the university community.

Who may nominate?

Candidates may be nominated by any benefits-eligible faculty member or administrator.

Selection Committee

The Selection Committee includes representatives from each university, off-campus faculty and Missouri citizens. The panel is chaired by the UM System Chief Engagement Officer or his/her designee and makes recommendations to the President.

Timeline for Awards

- Call for nominations: First weekday of October
- Nomination due to Provost: Last day of fall semester



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Requirements for Submission

Name _____ Employee ID _____

Title _____

Department _____

Campus Mailing Address _____

Email Address _____

Date joined University _____ Date of Highest Degree Awarded _____

Criteria

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The nomination packet shall include (in the following order):

1. The completed cover sheet.
2. Nomination/Cover Letter: the cover letter must have a clear indication of the relationship between the nominee's work and Dr. Ratchford's commitment to the land-grant mission. Candidates for this award represent the highest standards of performance in one of the following fields: extension, international education or agricultural economics.
3. A letter of support from the provost. Limit 2 pages.
4. A letter of support from the dean. Limit 2 pages.
5. A statement from the nominee providing additional or clarifying information to strengthen the nomination. Limit: 500 words.
6. A CV of five pages or less emphasizing material relevant to the award.
7. Up to three (3) additional letters of support which may include external references.

NOTE: Materials utilizing font size smaller than 10 point will not be accepted. Do not include transmittal letter or title pages between the above sections.



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Nominee’s Acknowledgment of Guidelines

I understand that if an incomplete packet is submitted, the page limit on my CV or the word limit on my statement is exceeded, this nomination will be returned without consideration.

Signature of nominee _____ Date: _____

Department Chair’s Statement

To the best of my knowledge, _____ has complied with all of their faculty obligations, and is not currently the subject of any pending investigations or processes under the Collected Rules and Regulations.

Department chair: _____ Date: _____

Approvals

Dean: _____ Date: _____

Provost: _____ Date: _____

Equity and Nondiscrimination

To the best of my knowledge after due diligence review, this nominee:

Has not been found responsible for violation of the University’s equity and nondiscrimination rules ([CRR Chapter 600](#)) and is not currently involved as a respondent in proceedings under those rules. I am not otherwise aware of information to indicate that providing a President’s Award to this individual would reasonably be viewed as undermining the University’s commitment to excellence, diversity and inclusion.

Is currently a Respondent in a pending investigation for allegedly violating or has previously been found responsible for violating the University’s equity and nondiscrimination rules ([CRR Chapter 600](#)). Given the current state, further review of the application is recommended to ascertain if providing the President’s Award to this individual would reasonably be viewed as undermining the University’s commitment to excellence, diversity and inclusion. Please explain the findings:

Approval Date: _____ Signature (Office of Civil Rights & Title IX representative): _____

Submission Instructions

Please scan the signed nomination packet in the correct order and submit electronically to your provost’s office with a courtesy copy to the nominee’s chair or administrative head. The provost office will forward to the UM System Office of Engagement.

Name the file as follows: 2024RatchfordAwdLastFirst.pdf (e.g., 2024RatchfordAwdDoeJane.pdf)